

Trustee §341 Meeting Filings

This procedure was developed to expedite the processing of §341 Meetings between the court and the Trustee. This feature enables the Trustee to enter the outcome of debtor appearances and have the event immediately recorded to each case record.

This feature offers these benefits:

- More timely entries
- More efficiency in processing multiple meetings by each trustee
- Ease of entry
- Reduction of paperwork
- Automatic entry to the docket
- Notice of electronic filing certifying the entry

The process is illustrated below and designed to be executed by the trustee. The trustee will have access only to his/her own cases. A user must be logged in as the trustee of record for the targeted activity to appear.

STEP 1 Click the Bankruptcy hyperlink on the CM/ECF Main Menu. (See Figure 1).

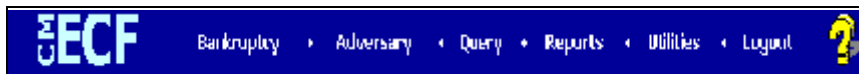


Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen is presented. The trustee should select Trustee's §341 Filings. (See Figure 2)



Figure 2

STEP 3 The **§341 MEETING DATE** screen is presented. (See Figure 3.)

Trustee's 341 Filings

Date:

Figure 3

- ◆ Enter the date of the §341 Meeting to be processed.
- ◆ Click **[Next]**.

STEP 4 The **§341 MEETING PROCESSING** screen displays a list of debtors whose appearances had been scheduled for that day for that trustee. (See Figure 4.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

U.S. Bankruptcy Court
Western District of Kentucky
Trustee J Trustee
Date: 8/19/2002

Case No.	Asset	Report of No-Distribution	Undetermined	No Show	Pass
02-30417 Andy R. Griffith and Helen Darlene Griffith	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
02-30418 Elvis Aaron Presley and Lisa Presley	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
02-30419 Jane Elaine Hicks and Rick Roy Hicks	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
02-30420 Shaquille O'Neal	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
02-30421 Nathan Bedford Forrest	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
02-30422 Mark Lawson	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Figure 4

- ◆ There are 5 radio button choices for each case. Each of these columns represents an event in the court's event listing. The "Report of No-Distribution" is the default. The selections are:

- **Asset** - By checking this radio button the court's entry of ***"Meeting of Creditors Held - Assets. Trustee requests Notice of Assets be sent to all creditors"*** will be docketed to the case and the §341 meeting will be satisfied.
- **Report of No Distribution** -By checking this radio button the court's entry of ***"Meeting of Creditors Held - Trustee's Report of No Distribution. Trustee of this estate reports and certifies that the trustee has performed the duties required of a trustee under 11U.S.C. 704 and has concluded that there are no assets to administer for the benefit of creditors of this estate."*** will be docketed to the case and the §341 meeting will be satisfied.
- **Undetermined** - By checking this radio button the court's entry of ***"Meeting of Creditors Held - Asset Status is undetermined at this time"*** will be docketed to the case and the §341 meeting will be satisfied. Once the asset status is determined the trustee is instructed to manually docket the appropriate event which may be found from the ECF menu "Bankruptcy" then "Trustee/US Trustee".
- **No Show - THIS BUTTON WILL ONLY BE CHECKED WHEN BOTH DEBTORS DO NOT APPEAR.** By checking this radio button the court's entry of ***"Meeting of Creditors Not Held. A ten day deadline regarding same to be set by Clerks Office"*** will be docketed to the case, however the §341 meeting will **NOT** be satisfied. The Clerks office will set a ten day deadline for the debtor to file a motion to dismiss, convert, excuse, or continue said hearing.
- **Pass** - No processing will be done to this case. This button is to be used if:
 - ! **Joint filing and only one debtor appears.**
 - The trustee is instructed to manually docket the event "Meeting of Creditors Not Held - Chapter 7,11,12". This event is found from the ECF menu "Bankruptcy", "Trustee/US Trustee", then select from the pick list "Meeting of Creditors Not Held - Chapter 7,11,12". This events allows the trustee to indicate that only one debtor appeared.

! The debtors appear however, the trustee passes the hearing to verify information such as a Social Security Number.

- ▶ This case will appear on the list until one of the other options is selected. It will not automatically be rescheduled to another docket. The trustee will need to enter the original §341 meeting date to have the debtors name appear again to select an option.

◆ After all selections are made, Click **[Submit]**.

STEP 5 Only one **NOTICE OF ELECTRONIC FILING** will be produced including every case in this process. (See Figures 5)

ECF Bankruptcy Adversary Query Reports Utilities Logout

U.S. Bankruptcy Court
Western District of Kentucky

Notice of Electronic Filing

The following transaction was received from Trustee, J entered on 8/8/2002 at 5:46 PM EDT and filed on 8/8/2002

Case Name: Andy B. Griffith and Helen Debra Griffith
Case Number: [02-30417](#)
Document Number:

Docket Text:
Meeting of Creditors Held - Asset Trustee requests Notice of Assets to be sent to all creditors. (Trustee, J)

Case Name: Elina Aaron Wesley and Lisa Wesley
Case Number: [02-30418](#)
Document Number:

Docket Text:
Meeting of Creditors Held - Trustee's Report of No Distribution. Trustee, J, this case, reports and certifies that the trustee has performed the duties required of a trustee under 11 U.S.C. 304 and has concluded that there are no assets to administer for the benefit of creditors of this estate. (Trustee, J)

Case Name: Jane Elaine Hicks and Rick Roy Hicks
Case Number: [02-30419](#)
Document Number:

Docket Text:
Meeting of Creditors Held - Asset Status is undetermined at this time. (Trustee, J)

Case Name: Blaquie, C Fred
Case Number: [02-30420](#)
Document Number:

Docket Text:
Meeting of Creditors Held - Asset Status is undetermined at this time. (Trustee, J)

Case Name: Nathan DeBord Perout
Case Number: [02-30421](#)
Document Number:

Docket Text:
Meeting of Creditors Met Held. A two day deadline regarding case to be set by Clerk Office. (Trustee, J)

The following document(s) are associated with this transaction:

02-30417 Notice will be electronically mailed to:
J Attorney - ssaa_saxton@kytel.net

Figure 5

